

United States Department of State

U.S. Embassy Kampala, Small Grants Office

Notice of Funding Opportunity (NOFO): Small Grants Ambassador's Special Self-Help Program
FY2018

This is the initial announcement of this funding opportunity, DOS-KAM-AMBSSH-FY18

Catalog of Federal Domestic Assistance Number: 19.700

Application Deadline: May 10, 2019

A. PROJECT DESCRIPTION

U.S. Embassy Kampala, Small Grants Office announces an open competition for registered organizations interested in submitting applications for projects that are community-based, initiated locally, administered at the local level, and include significant community contributions in cash, labor, or materials. This program supports small sustainable community-based initiatives that have immediate and dramatic impact on local community

The purpose of the program is to support different types of projects: from development projects (schools, health clinics, wells), to projects that aid employment and help communities develop marketable skills (village craft centers, agricultural cooperatives), to projects that address concerns such as women's empowerment and the environment.

The Ambassador's Special Self-Help Program project supports small-scale community-based initiatives that promote self-reliance, foster development, and promise an immediate and dramatic effect on local communities.

B. FEDERAL AWARD INFORMATION

Embassy Kampala expects to have approximately \$50,000 available to support five to eight organizations, subject to the availability of funding. Grants are typically between \$5,000 and \$10,000 per project. Project proposals should include a period of performance starting after September 2019 and concluding by September 2020. The SSH Program receives hundreds of funding applications each year. All submissions are reviewed in a competitive and transparent manner. Given the limited funding available through SSH program, we can only fund a few projects each year. We will contact those projects that are short-listed; other projects will be sent a form letter. We cannot give detailed feedback to each unsuccessful applicant.

C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants

The Small Grants Office welcomes applications from all Uganda-based non-profit organizations/nongovernment organizations (NGO), Community Based Organizations (CBO), and Grassroots organizations.

All applicants must include and identify a significant community contribution (cash, labor, and/or materials).

All applicants must display sound management in the form of financial and administrative procedures that protect against waste, fraud, and abuse.

C.2 Cost Sharing or Matching

Providing cost sharing, matching, or cost participation is not an eligibility requirement for this NOFO.

C.3 Ineligible Expenses

Self-Help Funds Special Self-Help funds cannot be used for:

1. Remodeling or renovating existing facilities that are in disrepair as a result of neglect or insufficient maintenance funds;
2. Activities that could potentially create tension within the community, harm community members, or damage the environment;
3. Construction;
4. Religious or military activities;
5. Sport equipment or uniforms for a national sports team;
6. Musical instruments or uniforms for a national orchestra or dance company;
7. Surveillance equipment;
8. Abortion-related facilities and services;
9. Alcohol;
10. Used equipment, entertainment, luxury goods or gambling equipment;
11. Payments to Government Officials;
12. Ceremonies, parties, celebrations or 'representation' expenses; or
13. Technical assistance programs

C.4 Other

The Small Grants Office reserves the right to request additional background information on applicants that do not have previous experience administering federal grant awards, and these applicants may be subject to limited funding on a pilot basis.

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM)(www.sam.gov) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR,1986 Comp., p.189) and 12689 (3 CFR,1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the Excluded Parties List System in SAM can participate in any activities under an award.

D. APPLICATION AND SUBMISSION INFORMATION

D.1 Address to Request Application Package

Applicants can find required application forms on www.grants.gov under the announcement title “Small Grants Ambassador’s Special Self-Help Program,” funding opportunity number DOS-KAM-AMBSSH-FY18 or the U.S. Embassy Kampala website at <https://ug.usembassy.gov/grant-programs/>.

D.2 Content and Form of Application Submission

Complete applications must include the following:

1. Complete the 2019 SSH application (Annex A)
2. Completed Budget package (Annex B) to include the detailed line-item budget as well as a Budget Narrative that includes substantive explanations and justifications for each line item in the detailed budget spreadsheet. The Budget package includes a sheet detailing the logical framework which should also be completed.
3. Include a copy of the organization’s registration certificate.
4. Include a letter of approval for proposed project from the local development committee, tribal authority, and/or local town or district council.
5. Attach original pro-forma invoices/quotations from the intended suppliers. Three quotes for each item are required.

All application materials must be submitted in English. Please make a copy of your entire application for your own records.

Please note: the Small Grants Office retains the right to ask for additional documents not included in this NOFO. Additionally, to ensure all applications receive a balanced evaluation, the Review Panel will review the first page of the requested section up to the page limit and no further.

D.3 Please note: Prior to receiving any funds, accepted applicants will be required to complete the next two steps.

1. Final applicants must have an active registration in SAM (www.sam.gov), and provide a valid Unique Entity Identifier (UEI) number, formerly referred to as a DUNS number.

As noted in section C.4, the Small Grants Office may not make a Federal award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Small Grants Office is ready to make an award, the Small Grants Office may determine that the applicant is not qualified to receive a Federal award and give the award to another applicant.

The process for obtaining all of these numbers can be lengthy and cumbersome. We suggest any entity interested in receiving funding from the government of United States begin the process shortly after submitting their application, if at all possible.

If this is your first time to register, please request DUNS number first, then register with SAM.gov and request NCAGE code. You need to have DUNS number in order to register with SAM.gov AND obtain NCAGE code. All the information entered into DUNS/SAM/NCAGE MUST be exactly the same. The information will be validated between these systems.

- DUNS number: <http://fedgov.dnb.com/webform>
- SAM registration: www.SAM.gov
- NCAGE: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

2. Upon application completion, applicants are urged to complete the SF-424, SF-424A, and SF-424B, as directed on www.grants.gov as these will be requirements for all final applicants prior to receiving federal funds. Please note: the SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications.

D.4 Submission Dates and Times

Applications are due no later than 11:59 p.m. Eastern Standard Time (EST), on May 10, 2019 and must be made electronically to KampalaSelfHelp@state.gov.

E. APPLICATION REVIEW INFORMATION

E.1 Criteria

Full applications will be evaluated against the evaluation criteria described below.

- A. Quality of Project Idea and Impact on Target Group: 45 points
- B. Feasibility of Design: 25 points
- C. Organizational Capacity and past performance: 10 points
- D. Clear and effective project monitoring and evaluation: 5 points
- E. Sustainability/Financial Self-Reliance: 15 points

E.2 Review and Selection Process

The Small Grants Office strives to ensure each application receives a balanced evaluation by a Review Panel. The Small Grants Office will determine technical eligibility for all applications. Proposals that meet the evaluation criteria and move on to the next level will be informed of next steps in the application process. Non-eligible applicants will be notified that they are not being considered for funding

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 Federal Award Notices

The Small Grants Office will provide a separate notification to applicants on the result of their applications. Successful applicants will receive a letter electronically via email requesting that the applicant respond to panel conditions and recommendations. This notification is not an authorization to begin activities and does not constitute formal approval or a funding commitment. Final approval is contingent on the applicant successfully responding to the panel's conditions and recommendations, being registered in required systems, including SAM registration, unless an exemption is provided, and completing and providing any additional documentation requested by the Small Grants Office.

The notice of Federal award signed by the Department's warranted grants officers is the sole authorizing document.

F.2 Administrative and National Policy Requirements

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities (for more information on these exceptions, see Chapters 5, Federal Assistance to Individuals, and 6, Federal Assistance to Foreign Public Entities Directive.) Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities.

The applicant/recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at

<https://www.statebuy.state.gov/fa/Documents/2015DeptTermsAndConditionsForUSandForeignOrg.pdf>.

F.3 Reporting

Applicants should be aware that the Small Grants Program awards will require that all reports (financial and progress) are submitted on a quarterly basis. Information on this reporting will be forthcoming to final applicants.

G. CONTACT INFORMATION

For technical submission questions related to this solicitation, please contact the Small Grants Office at KampalaSelfHelp@state.gov or +256 (0)414 306444.

Applications and additional guidelines are available at <https://ug.usembassy.gov/grant-programs/>.

H. OTHER INFORMATION

Applicants should be aware that Small Grants Office understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information.

Issuance of the NOFO and negotiation of applications does not constitute an award commitment on the part of the U.S. government. The Small Grants Office reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.